

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To



Employee Name	Fossum, Curtis
Expense Dates	01/26/11-03/30/11
Total Expense Amount	683.60
Amount Due Employee	259.98
Form ID	TEA000818158

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

	Date	Expense Item	Amount	If not submitted - Explain
1)	01/26	Parking, Auto	2.00	quarter meter; no receipt given
2)	01/26	Parking, Auto	1.25	
3)	02/02	Parking, Auto	16.50	
4)	02/02	Parking, Auto	3.00	
5)	02/03	Parking, Auto	4.50	
6)	02/08	Parking, Auto	9.00	
7)	02/28	Parking, Auto	4.50	
8)	03/11	Parking, Auto	18.00	
9)	03/15	Parking, Auto	9.00	
10)	03/18	Parking, Auto	4.50	

2. Forward Transmittal Sheet and attached documentation through your approval process.

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	126:19	A receipt is required for the Parking, Auto expense on 01/26/11.	

I have reviewed the following documents.

**Travel & Expense Account
Transmittal Sheet**

Approved
by:

Original signed by David W Brown

David W Brown

Travel & Expense Account Summary

Employee Name Curtis Fossum
Expense Dates 01/26/11-03/30/11
Report Name 2011/Jan-Apr/Travel for CLF

Request Total \$ 683.60
Direct Charge Total - 423.62
Travel Advances - 0.00
Net Due Employee = **259.98**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Martinez Trip	76.40
Non-Travel Expenses	Misc Trips	135.16
Regular Travel	LB Oxy Trip	472.04

NOTE: (d)=Direct Charge

DATE	Tue Mar 15									TOTAL
Commercial Air Fare (d)	371.40									371.40
Mileage, Personal Auto	21.42									21.42
Auto Rental (d)	52.22									52.22
Dinner	18.00									18.00
Parking, Auto	9.00									9.00
TOTALS \$	472.04									472.04

DATE	Wed Jan 26	Wed Jan 26	Tue Feb 1	Wed Feb 2	Wed Feb 2	Thu Feb 3	Tue Feb 8	Mon Feb 28	Fri Mar 11	TOTAL
Mileage, Personal Auto	6.63	7.14	7.14	8.16	7.14	7.14	7.14	7.14	7.14	71.91
Parking, Auto	2.00	1.25		16.50	3.00	4.50	9.00	4.50	18.00	63.25
TOTALS \$	8.63	8.39	7.14	24.66	10.14	11.64	16.14	11.64	25.14	135.16

DATE	Fri Mar 18									TOTAL
Mileage, Personal Auto	7.14									71.91
Parking, Auto	4.50									63.25
TOTALS \$	11.64									135.16

Travel & Expense Account
Summary

DATE	Wed Mar 30									TOTAL
Mileage, Personal Auto	71.40									71.40
Bridge Tolls	5.00									5.00
TOTALS \$	76.40									76.40

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Misc Trips	01/26/11	Mileage, Personal Auto	6.63	Cash
Non-Travel Expenses	Misc Trips	01/26/11	Parking, Auto	2.00	Cash
Non-Travel Expenses	Misc Trips	01/26/11	Mileage, Personal Auto	7.14	Cash
Non-Travel Expenses	Misc Trips	01/26/11	Parking, Auto	1.25	Cash
Non-Travel Expenses	Misc Trips	02/01/11	Mileage, Personal Auto	7.14	Cash
Non-Travel Expenses	Misc Trips	02/02/11	Mileage, Personal Auto	8.16	Cash
Non-Travel Expenses	Misc Trips	02/02/11	Parking, Auto	16.50	Cash
Non-Travel Expenses	Misc Trips	02/02/11	Mileage, Personal Auto	7.14	Cash
Non-Travel Expenses	Misc Trips	02/02/11	Parking, Auto	3.00	Cash
Non-Travel Expenses	Misc Trips	02/03/11	Mileage, Personal Auto	7.14	Cash
Non-Travel Expenses	Misc Trips	02/03/11	Parking, Auto	4.50	Cash
Non-Travel Expenses	Misc Trips	02/08/11	Mileage, Personal Auto	7.14	Cash
Non-Travel Expenses	Misc Trips	02/08/11	Parking, Auto	9.00	Cash
Non-Travel Expenses	Misc Trips	02/28/11	Mileage, Personal Auto	7.14	Cash
Non-Travel Expenses	Misc Trips	02/28/11	Parking, Auto	4.50	Cash
Non-Travel Expenses	Misc Trips	03/11/11	Mileage, Personal Auto	7.14	Cash
Non-Travel Expenses	Misc Trips	03/11/11	Parking, Auto	18.00	Cash
Regular Travel	LB Oxy Trip	03/15/11	Commercial Air Fare	371.40	Direct Charge
Regular Travel	LB Oxy Trip	03/15/11	Mileage, Personal Auto	21.42	Cash
Regular Travel	LB Oxy Trip	03/15/11	Auto Rental	52.22	Direct Charge
Regular Travel	LB Oxy Trip	03/15/11	Dinner	18.00	Cash
Regular Travel	LB Oxy Trip	03/15/11	Parking, Auto	9.00	Cash
Non-Travel Expenses	Misc Trips	03/18/11	Mileage, Personal Auto	7.14	Cash
Non-Travel Expenses	Misc Trips	03/18/11	Parking, Auto	4.50	Cash
Regular Travel	Martinez Trip	03/30/11	Mileage, Personal Auto	71.40	Cash
Regular Travel	Martinez Trip	03/30/11	Bridge Tolls	5.00	Cash

Travel & Expense Account Summary & Detail

Comments

Subject	Comment
Parking, Auto on 02/08/11 for 9.00	Attend State Lands Commission Meeting.
Parking, Auto on 02/28/11 for 4.50	Attend OPC/SLC Briefing with Lt. Gov and Staff.
Parking, Auto on 03/11/11 for 18.00	Attend Ocean Protection Council Meeting.
Parking, Auto on 03/18/11 for 4.50	Attend meeting with Lt. Governor's staff.
Parking, Auto on 01/26/11 for 1.25	Went to a Sacramento Railyards meeting in the morning and Owens Lake meeting in the afternoon.
Parking, Auto on 02/02/11 for 16.50	Assembly Budget hearing and meeting with Controller's staffer in the morning and Commission Briefing meeting with Dept of Finance staff in the afternoon.
Mileage, Personal Auto on 02/01/11 for 7.14	Attend Sacramento Railyards Meeting.
Parking, Auto on 02/03/11 for 4.50	Attend Commission Meeting Briefing with Lt. Governor and staff.